



Supreme Court of Wisconsin

BOARD OF BAR EXAMINERS
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MADISON, WI 53703-3328
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INFORMATION AND FILING INSTRUCTIONS

2004 Diploma Privilege Character and Fitness Certification (SCR 40.03)

SCR 40.06(3m), which you will find attached, requires diploma privilege admission candidates to file an Application for a Character and Fitness Certification with the Board of Bar Examiners. Applicants should anticipate that the Board's character and fitness investigation will ordinarily take three to six months. ***Applicants will not be scheduled for participation in the large-group swearing-in ceremony if their file is incomplete by the date specified by the Board. Applicants are responsible for checking the status of their pending application and will only be notified by the Board in writing when they are certified.***

Read this information carefully and retain it for future reference. All deadlines relate to date of receipt at the Board of Bar Examiners office during regular business hours (7:45 a.m.- 4:30 p.m., Monday-Friday, except holidays). The deadlines noted below are certain; extensions will not be allowed. Postmark dates are not recognized. Facsimile transmissions are not accepted. An application will not be filed until proper payment is received. **Retain a copy of the Applicant Questionnaire and Affidavit for your records.**

FILING DATES AND DEADLINES

NOTE: Applications submitted to the Board after the deadlines noted below will not be accepted and Wisconsin law school graduates may be required to write and pass the Wisconsin Bar Examination in order to be eligible for admission to the Wisconsin bar.

May Graduates

\$210 fee	September 15, 2003 after student has completed a minimum of 50 credit hours until December 15, 2003 preceding graduation
\$310 fee	December 16, 2003 until 30 days after J.D. conferred

August Graduates

\$210 fee	September 15, 2003 after student has completed a minimum of 50 credit hours until March 15, 2004 preceding graduation
\$310 fee	March 16, 2004 until 30 days after J.D. conferred

December Graduates

\$210 fee	September 15, 2003 after student has completed a minimum of 50 credit hours until July 15, 2004 preceding graduation
\$310 fee	July 16, 2004 until 30 days after J.D. conferred

FILING OF AN APPLICATION

THE FOLLOWING ITEMS MUST BE RECEIVED AT THE BOARD OFFICE:

- (1) The Application Form (BBE-106). **This original form must be typed and notarized.** Photocopies and other reproductions of the application will not be accepted. The necessity for thorough and accurate treatment cannot be overemphasized. It is an affidavit, and the Board will treat omissions and misrepresentations under its character and fitness rule, SCR 40.06.
- (2) Two notarized original unaltered authorization and release forms (BBE-118).
- (3) Data Sheet (BBE-125).
- (4) The Filing Fee. The applicable filing fee (see chart above) made payable to the Board of Bar Examiners.

SUBMISSION OF TRANSCRIPTS

TRANSCRIPTS MUST BE FURNISHED DIRECTLY TO THE BOARD BY THE EDUCATIONAL INSTITUTION

NOTE: You must request transcripts from the appropriate schools, and they must be sent directly to the Board by the institution. Facsimile transmission is not acceptable. Applicants should refrain from furnishing an addressed, stamped envelope to the institution, as this practice makes the origin of the documents unclear. If, however, certifying officials require that you supply a franked envelope, you should use a plain white envelope, with a U.S. postage stamp affixed to it, and ask that the office from which it is being mailed rubber stamp their name and address on the envelope.

- (1) Undergraduate transcript. The Board requires a transcript from undergraduate schools that conferred a degree, including an associate degree. The Board may require transcripts from undergraduate schools that were attended, but which conferred no degree. You will be notified if this is required.
- (2) Law school transcript. The Board requires a transcript showing that you have completed a minimum of 50 credit hours.
- (3) Other transcripts. The Board requires a transcript from all schools attended after your undergraduate degree was conferred, including other law schools you may have attended, summer schools, graduate schools, foreign study (including foreign exchange programs), technical schools, medical schools, etc.

SUBMISSION OF MILITARY DISCHARGE CERTIFICATE

For an applicant who served in the Armed Forces, it will be necessary for you to provide the Board with a copy of your most recent DD-Form-214 (Report of Separation). If you served in the National Guard, provide your most recent NGB-Form-22.

NOTE: PRIOR TO CERTIFICATION FOR ADMISSION, ALL TRANSCRIPTS AND REQUIRED DOCUMENTATION MUST BE ON FILE. The Board may close the file of any applicant whose file remains incomplete one year from the date an application is filed with the Board, and Wisconsin law school graduates may then be required to write and pass the Wisconsin Bar Examination in order to be eligible for admission to the Wisconsin bar.

Avoiding Delay in the Application Process

To expedite the processing of your application, use care in completing it. Applications that are carelessly or incompletely prepared cause delays in processing. Answer all portions of all questions, stating "not applicable" if appropriate. Supply complete addresses, including zip codes, where requested. Account for any gaps as instructed on the application itself.

Notify all references and past employers that prompt responses to inquiries would be helpful. Select as character references (Question 34) persons who have known you for no less than one year and who are familiar with your character and fitness.

Amendment to Application

All applicants are reminded of their continuing obligation to update pending applications. Applicants wishing to augment or alter entries to the application affidavit, including name changes, are advised to execute amendment form BBE-109 provided. Changes of address and telephone number must be submitted in writing, signed and dated, but need not be submitted on the amendment affidavit. Facsimile transmission is not acceptable.

Name Changes

If you change your name for any reason during the pendency of your application for character and fitness certification, you must execute an amendment form BBE-109, setting forth your former and present names, the reason for the change, the effective date of the change, and any relevant documents, such as a marriage license, etc.

Large-Group Swearing-In

The Supreme Court of Wisconsin schedules large-group swearing-in ceremonies for qualifying Wisconsin law

school graduates. If participation in the large-group ceremony is important to a diploma admittee, the application for character and fitness certification must be filed with the Board at least three months prior to the swearing-in date (see BA 14.05). Applicants will not be scheduled for participation in the large-group swearing-in ceremony if the file is incomplete by the date specified by the Board. Alternate arrangements will be available to those applicants who do not participate in the large-group ceremony.

Additional Information

The authorization and release forms you submit to the Board may be used to confirm information contained in your application and for examination of your law school records.

The provision of your social security number is voluntary, pursuant to the Federal Privacy Act of 1974. Providing your social security number assists in expediting the character review process. Your social security number will be used for purposes of investigation and verification, so as to avoid errors of identity that might introduce problems and delays into the certification and licensure process.

The Board will communicate its actions in writing to you at the last address you provided the Board in writing.

Your file is confidential (SCR 40.12). Therefore, the Board and its staff will discuss the contents of an application only with the applicant.

CHARACTER AND FITNESS SCREENING

The Board specifically directs applicants to review SCR 40.06 and SCR 40.07 (attached). Pursuant to SCR 22.29, the Board may refer questions of character and fitness to the Office of Lawyer Regulation for investigation. Additional fees may be assessed of the applicant by that agency.

COPIES OF APPLICATIONS

A copy of your application and amendments is available upon a written request. A fee of \$10 will be charged for a plain copy, \$12 for a certified copy.

Enclosures

- SCR Chapter 40 and Board Rules
- Applicant Questionnaire and Affidavit (BBE-106)
- Amendment to Application (BBE-109)
- Authorization and Release-Two (BBE-118)
- Data Sheet (BBE-125)
- Medical or Substance Abuse Condition or Impairment (BBE-126)
- Debt form (BBE-127)
- Military Service form (BBE-128)
- Application Acknowledgment Card
- Change of Address Notification (BE-111)

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